



Equipment Records and Inspections

Standard Operating Procedure

REFUSE
DISPOSAL
DIVISION

Landfill Operations

Proper heavy equipment, city vehicle and landfill machinery inspections and operating records are critical to the preventive maintenance activities of our staff and equipment lease contractors. To ensure maximum operating efficiency and reduced downtime for mechanical failures, inspections need to be thorough and accurately recorded by all operating personnel. Use the following guidelines to ensure proper record keeping is standardized throughout our operations.

Records

1. Each operator must record all information listed on the individual daily check list for the piece of equipment assigned to them. Forms are provided by your supervisor.
2. Be accurate regarding all designated daily checks noting the condition of the equipment that you are assigned to operate.

Pre-Start Walk-Around Inspections

1. General Walk-Around Inspection
 - See that safety or lock bars used during maintenance are in the proper position
 - Remove chaff from radiator area and check for worn hoses and cracked or loose fan belts
 - Check hydraulic system for worn hoses, damaged lines and/or leaks
 - Check covers and guards for damage and for loose or missing bolts
 - Check engine compartment for oil and fuel leaks
 - Check the water trap in the bottom of the air tank and drain any accumulated water
 - Close the air cylinder drain
2. Crawler Equipment Walk-Around Inspection
 - Check the track for broken or missing shoes or bolts
 - Check sprockets for wear
3. Rubber Tire Equipment Walk-Around Inspection
 - Check the tire-to-vehicle clearance to prevent rubbing
 - Check tires for cuts, damage, and proper inflation

*** DO NOT OPERATE EQUIPMENT THAT DOES NOT CHECK OUT.**
Call your supervisor if in doubt to avoid personal injury and/or damage to the machinery.



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Consequence of Non-Compliance to Instruction:

- Potential for accidents or injury by operating unsafe equipment
- Damage to equipment and machinery
- Delays and equipment shortfalls at the tip face or operating area

Benefit of Compliance to Instruction:

- Accurate and timely written or verbal communication of all mechanical concerns helps reduce costly repairs
- Accurate reports help determine when machinery should be repaired or replaced.
- Inspections help to ensure safe and efficient operations of the equipment
- Reduction in operating costs

Environmental Management System (EMS) –ISO 14001
1.1 / GP-1.0

PROCESS MAP #: DO-1.5 / CD

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